

PRODIGIOUS.

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JOB DESCRIPTION

Position: Design Operations Director

Department: Studio

Reports to: Head of Studio

Date: September 2023

Prodigious London is an award-winning production studio, part of a globally connected company with 4500 production experts across 40 countries worldwide. We are proud makers and we make amazing stuff – from CG animation to DOOH, to print and live action TVCs. We work closely and collaboratively with our agency partners (Saatchi & Saatchi, Leo Burnett, Publicis-Poke) and our direct clients.

Our mission is to deliver excellence in craft with innovative problem solving at our core.

‘We make ideas happen’ and we do this whilst caring relentlessly about our work, people and future.

We care about our work: craft, creativity, ambition

We care about our people: support, trust, playfulness

We care about our future: innovation, growth, sustainability

About the role

The Design Project Director role is pivotal in the running of the team and you’ll work closely with Creative Design Lead and the Head of Studio to ensure you have an up to date overview of the Production Design pipeline, the design team workload and their capabilities, in order to effectively resource briefs.

You’ll also resource freelance talent when required ensuring that our high creative standards are fully met.

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Core responsibilities

- Manage the day-to-day relationship with creative agencies
- Ensure an up to the minute view of forthcoming projects in order to forecast resourcing requirements
- Monitor usage and burn against agreed timelines and agreed estimates
- Maintain cost trackers, briefing platforms and resourcing platforms
- In addition to your own projects, support PMs in developing estimates and helping to ensure adherence to agreed milestones both in terms of costs and timings
- Attend any necessary resourcing meetings with the creative agency
- Manage agency expectations in all areas including budget, resourcing and timings against the agreed scope
- Lead the team and establish and report KPIs to drive efficiency and improvement
- Lead daily team meetings
- Liaise with other PDG departments to ensure the smooth transition of projects through PDG
- Be responsible for creating and/or signing off all estimates before agreement, with exception of those that need to be escalated to the Head of Studio

Your skills

- Experience of leading a similar offering within a production or creative agency environment
- A champion of your team and their skills and abilities
- You will be familiar with creative and production agency processes
- Experience of managing multiple complex multi-faceted projects
- Experience of interpreting and briefing creative projects to ensure creative agency expectations are fully understood and subsequently met
- Familiar with typical agency budgetary processes and reporting
- A champion a project's needs to ensure the right resource is available

More than any other role Project Management is a dynamic and proactive position that demands a willingness to engage with clients to identify, meet and exceed their needs.

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Key attributes

- A true team player, a cliché maybe but together we are greater than the sum of our parts
- A mentor and leader of your team
- Organised to the nth degree
- A proactive problem solver
- Flexible, positive and energetic
- Great client facing and client management skills
- Proven ability to plan and deliver to deadlines and against budgets.
- Flawless attention to detail
- Financially on the money

Your performance

- Responsible for growing the profitability and driving efficiencies within the production design department
- Demonstrate the ability to pull together resources & processes to deliver the best solution
- Team player, able to adapt quickly and positively to change
- Able to build strong internal and external relationships
- Passionate about sharing new production trends and techniques to help produce great creative work

Diversity and inclusion is a core part of who we are at Prodigious London. We're committed to building an inclusive culture that encourages, celebrates and supports our wonderfully diverse employee group – whatever their age, gender identity, race, sexual orientation, physical or mental ability or ethnicity. Diversity and inclusion doesn't just fuel our creativity and innovation, it brings us closer to our people and audiences. We will continue to strive to create a culture and environment where everyone feels empowered and more importantly comfortable enough to bring their full, authentic selves to work. We are committed to providing reasonable adjustments for employees with disabilities and for candidates in our application process. If you need assistance or adjustment due to a disability, please contact us.